



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

18 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authority to Endorse Defense of Freedom Medal
Nominations

1. References:

a. Memorandum, HQDA, DAPE-CP, 7 Mar 06, subject:
Preparation of Award Nominations for the Defense of Freedom Medal
(DFM).

b. DA Pam 672-20, Chapter 2, Part 2-3a(1), Civilian Awards
Handbook, 1 Jul 93.

2. Reference 1a provides Army Major Command Commanders the
authority to re-delegate endorsement of the Defense of Freedom
Medal. Authority to endorse is as follows:

a. TRADOC Deputy Commanding General/Chief of Staff.

b. Commanders, major subordinate commands.

c. Commandants, centers and schools.

d. Directors, Capabilities Integration Center and TRADOC
Analysis Center.

3. This change permits greater flexibility to expedite the
process for honoring those civilians and contractors wounded or
killed supporting Soldiers and military operations. The Defense
of Freedom Medal is equivalent to the military Purple Heart. The
award is approved by the Secretary of the Army. Enclosed are the
criteria and instructions for processing Defense of Freedom Medal
nominations.

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4. Point of contact is Ms. Collena Rodriguez, (757) 788-5239,
DSN 680-5239, collena.rodriguez@us.army.mil.

5. Victory Starts Here!



Encl

WILLIAM S. WALLACE
General, U.S. Army
Commanding

DISTRIBUTION:

Commander

U.S. Army Accessions Command

U.S. Army Combined Arms Center

U.S. Army Combined Arms Support Command

Commandants, TRADOC Schools

Director

Army Capabilities Integration Center

U.S. Army TRADOC Analysis Center

U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

SECRETARY OF DEFENSE MEDAL FOR THE DEFENSE OF FREEDOM

1. Consideration of Eligibility for Civilian Personnel:

a. Purpose: The Secretary of Defense Medal for the Defense of Freedom is established to acknowledge civilian employees of the Department of Defense (DoD) who are killed or wounded in the line of duty. The medal symbolizes the extraordinary fidelity and essential service of the Department's civilian workforce who are an integral part of DoD and who contribute to the preservation of national security.

b. Description: The Army's Institute of Heraldry developed the medal.

(1) Medal: The eagle and shield exemplify the principles of freedom and the defense of these freedoms on which our country is founded. The laurel is emblematic of honor and high achievement.

(2) Ribbon: Red, white, and blue are our National colors. The red stripes commemorate valor and sacrifice. The wide blue stripe represents strength. The white stripes symbolize liberty as represented in our national flag. The number of red stripes represents the four terrorist attacks using hijacked airplanes, and the single blue stripe represents the terrorist attack on the Pentagon on September 11, 2001. This day, more than ever, united this country and brought to the forefront our heroic civilians.

c. Certificate: A certificate signed by the Secretary of the Army will accompany the medal.

d. Eligibility: The medal shall be awarded to any DoD civilian employee meeting the definition of "employee" under title 5 United States Code, Section 2105, and who is eligible for an award under DoD 1400.25-M, Subchapter 451, "Awards," including employees of non-appropriated fund activities, when killed or wounded by hostile action while serving under any competent authority of the Department under conditions such as the following: (1) In any action against an enemy of the United States; (2) In any action with an opposing armed force of a foreign country in which the Armed Forces of the United States are or have been engaged; (3) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party; (4) As a result of an act of any such enemy of opposing armed forces; (5) As the result of an act of any hostile foreign force; (6) After 28 March 1973, as a result of an international terrorist attack against the United States or a foreign nation friendly to the United States, recognized as such an attack by the Secretary of Army, or jointly by the Secretaries of the separate armed services concerned if persons from more than one service are wounded in the attack; and (7) After 28 March 1973, as a result of military operations while serving outside the territory of the United States as part of a peacekeeping force.

e. Criteria: Eligibility criteria for the medal are aligned as closely as possible to those for the Purple Heart for members of the Armed Forces; this medal differs from other medals in that it is not recommended. The employee is "entitled" to the medal if the employee is eligible under Section 4 and if the conditions or criteria in this paragraph are present. Hostile action may

involve, but is not limited to, the use of conventional or nuclear weapons, chemical or biological agents, explosives, or missiles. The medal shall be awarded to employees who are killed or who sustain injury due to hostile action against the United States of America, or killed or wounded while rescuing or attempting to rescue any other employee or individual subjected to injuries sustained under such conditions. The wound for which the award is made must have required treatment by a medical officer, and records of medical treatment for wounds or injuries received in action must have been made a matter of official record.

f. Limitations on Awarding Medal: The medal is authorized for the incident of death or the first wound suffered under the conditions indicated above. The medal itself may be awarded only once; however, for subsequent events that would require the award of the medal, a device will be awarded to attach to the ribbon of the medal.

g. Posthumous Awards: The medal may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased member's family.

h. Responsibility and Approval: The Secretary of the Army is the approval authority for this award, except when it involves contractor employee(s). All nominations for government employees will be reviewed by the Army Incentive Awards Board. The board will review and recommend approval, disapproval, or request for additional information.

i. Nomination Format: Forward a memorandum, along with a DA Form 1256, containing the following:

(1) General personal information: For government employees: provide name, SSN, title, series, grade, organization, and location.

(2) Specific information regarding injury/death: Description of the situation causing the injury/death in detail to include the date, time, place, and scene of the incident, and official medical documentation of the employee's injuries and treatment. The description must be well documented, including the names of witnesses and point of contact (POC) if additional medical information is needed.

Submit one copy of the memorandum and supporting justification to: Executive Secretary, Army Incentive Awards Board, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP-PSO (Ms. Alexander), Room 2C453, 300 Army Pentagon, Washington, DC 20310-0300.

2. Consideration of Eligibility for Contractor Personnel. The Secretary of Defense will consider nominations of contractor employees for this medal. Nominations for contractor employees will consist of the following and be submitted to the Executive Secretary, Army Incentive Awards Board (full address above), along with a report from a medical treatment facility or professional, and a signed release to permit discussion of medical information by those who review the award nomination. The mailing address is provided above.

- a. Name of individual (first, middle initial, last.) Mr. John Doe
- b. Position title. Senior Project Engineer
- c. Name of contractor company and name/phone number of POC. ABC, 1234 Main Street, Any town, Virginia 22222. Mr. Harold Barnes (888) 555-4748.
- d. Title of Component office for which contractor worked and name/phone number of Component POC or project manager. Headquarters, Department of the Army, IMCEN. Mr. Sam Jones (877) 555-4410.
- e. Date and location of the event, which caused the death or injury. September 11, 2001; Pentagon. Mr. Joe Smith, Acting Director, Information Management Center, certifies that this employee was in a duty status on September 11, 2001.
- f. Describe the circumstances of the individual's death or injury, e.g., the event that caused the death or injury and how it occurred. Mr. Doe was working in the Pentagon, Room 1C543, when terrorists crashed a commercial aircraft into the Pentagon. He was hit on the head by falling debris from the ceiling and walls of his office.
- g. For injuries only – (1) describe the nature of the injury and the treatment protocol (treated and released, number of days hospitalized); (2) identify where treatment occurred (treated at medical facility or by private doctor, provide name of facility/ physician, and phone number, if available); (3) describe extent of immediate care, (treated with aspirin, x-rays taken, etc.); and (4) describe extent of continued care if considered necessary (outpatient care, physical therapy, etc.). Mr. Doe sustained blunt force trauma to his head and was treated at Polaris Hospital Emergency Room. He received fourteen stitches to close the wound in his head and was released the same day. As of this date, he continues to recuperate at home.